



Illinois Attorney General  
Tobacco Enforcement Bureau  
500 South Second Street  
Springfield, Illinois 62706  
(217)785-8541 fax (217)524-4701

# Distributor Quarterly Report of Sales of Non-Participating Manufacturers' Brands

LICENSE NO:

QUARTERLY

**Note** This report must be filed on or before the 20th day of the month following the end of the reporting period..

## Step 1: Distributor Information

1	Name	_____
2	Address	_____
3	City, State, ZIP	_____
4	Contact Person(s)	_____

5	Report prepared date	_____ / _____ / _____
6	Reporting quarter and year:	from _____ / _____ / _____ to _____ / _____ / _____
7	Contact Phone	_____
8	Business Phone	_____
9	Fax Number	_____
10	E-Mail Address(es)	_____

## Step 2: Non-Participating Manufacturer and Brand Information

	Brand name a	Number of cigarettes sold within the state b	Ounces of roll-your-own tobacco sold within the state c	Non-participating manufacturer name and address d	Illinois Tobacco Products Tax (OTP) paid by or Product stamped by ("U" or "A") Us/Another	Name and address of the person from whom brand was purchased. If this company paid the Illinois tobacco products tax or stamped the product, indicate by asterisk (*). e	Name and address of the first importer of foreign NPM brands or first purchaser of non-resident NPM brands f
1	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____	_____	_____

**Cigarette and RYO brands not listed together with the manufacturer on either the Illinois Directory of Participating Manufacturers or the Illinois Directory of Compliant NPMs may NOT be sold in Illinois.**

Both directories are published on the Attorney General's website at [www.IllinoisAttorneyGeneral.gov](http://www.IllinoisAttorneyGeneral.gov) (Click on Tobacco, then Illinois Directories.) Contact the Tobacco Enforcement Bureau at 217-785-8541 if you have any questions regarding the manufacturers and brands which may be sold in Illinois.

Last Updated 9/4/2015

# Instructions

## Distributor Quarterly Report of Sales of Non-Participating Manufacturers' Brands

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### General Information

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#### Who is required to file this report?

**1. Cigarette Distributor Licensees:** If you are a cigarette distributor, you must file this form to report sales you made of cigarettes bearing Illinois cigarette stamps that were manufactured by a manufacturer who is **not** participating in the tobacco Master Settlement Agreement. Distributors are not required to make any payments with this report.

**2. TP Licensees:** By definition, "cigarette" includes roll-your-own ("RYO") tobacco. You must file this form to report sales of RYO tobacco made by a non-participating manufacturer for which Illinois Other Tobacco Products (OTP) Tax was paid. All individuals or businesses that have a Tobacco Products Tax License must file this form whether or not there were any sales of roll-your-own tobacco.

#### Who is a non-participating manufacturer?

A cigarette manufacturer who is not participating in the tobacco Master Settlement Agreement. Manufacturers who are not listed on the Directory of Participating Manufacturers are non-participating manufacturers.

#### When is this report due?

This report should be filed by the 20th day of the month following the end of the reporting quarter. The report for:

- January, February, and March is due on or before April 20,
- April, May, and June is due on or before July 20,
- July, August, and September is due on or before October 20, and
- October, November, and December is due on or before January 20 of the following year.

#### Where do I send my completed report?

Mail your completed report to the Tobacco Enforcement Unit at the address below:

**OFFICE OF THE ATTORNEY GENERAL  
TOBACCO ENFORCEMENT BUREAU  
500 SOUTH 2nd STREET  
SPRINGFIELD IL 62706**

**Please provide to each manufacturer you listed in Step 2, a copy of the information applicable to such manufacturer.**

### Specific Instructions

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#### Step 1: Distributor information

**Lines 1-3** Provide your business name and address at which you wish to receive mailings.

**Line 4** Provide the name of the person the Attorney General should contact with questions regarding this filing.

**Line 5** Write the date that the report was prepared.

**Line 6** Write the period this report covers.

**Line 7-8** Provide telephone numbers for the distributor and contact person.

**Line 9** Provide the fax number for the business.

**Line 10** Provide an e-mail address for purposes of receiving electronic mail updates and notifications.

#### Step 2: Non-participating manufacturer and brand information

**Column a** — Write the name of the brand. If you are uncertain whether a particular brand is manufactured by a non-participating manufacturer, you should consult the Illinois Directory of Participating Manufacturers. If you need a copy of this Directory, you may contact the Attorney General's Office. If the manufacturer and brand that you sell does not appear together on the Directory, you should include that brand in Column a. A current listing of brands of participating manufacturers can be found on the internet at [www.IllinoisAttorneyGeneral.gov](http://www.IllinoisAttorneyGeneral.gov). <http://www.naag.org>.

**Column b** — Write the number of individual cigarettes bearing Illinois tax stamps you sold of the brands listed in Column a. This column should be left blank for roll-your-own tobacco brands.

**Column c** — Write the number of ounces of roll-your-own tobacco that were subject to Illinois taxes for the brands listed in Column a. This column should be left blank for cigarette brands.

**Column d** — Write the name and mailing address of the non-participating manufacturer manufacturing the brand shown in Column a.

**Us/Another** — Write "U" if the Illinois tobacco products tax was paid or the product was stamped under the distributor license listed on this form. Write "A" if the tobacco products tax was paid by another entity or the product was stamped by someone else.

**Column e** — Write the name and mailing address of the person from whom you purchased the brand shown in Column a. If you purchased the brand from another distributor, then you should list the name and address of the other distributor. Write "Same" if this information is already listed in Column d. If the company listed paid the Illinois tobacco products tax or stamped the product, indicate by an asterisk (\*).

**Column f** — Write the name and mailing address of the first importer or first purchaser of foreign or non-resident brands shown in Column a. Write "Same" if already listed in Column d or Column e.